Budget Conferencing Starting a Web Conference Call User Guide

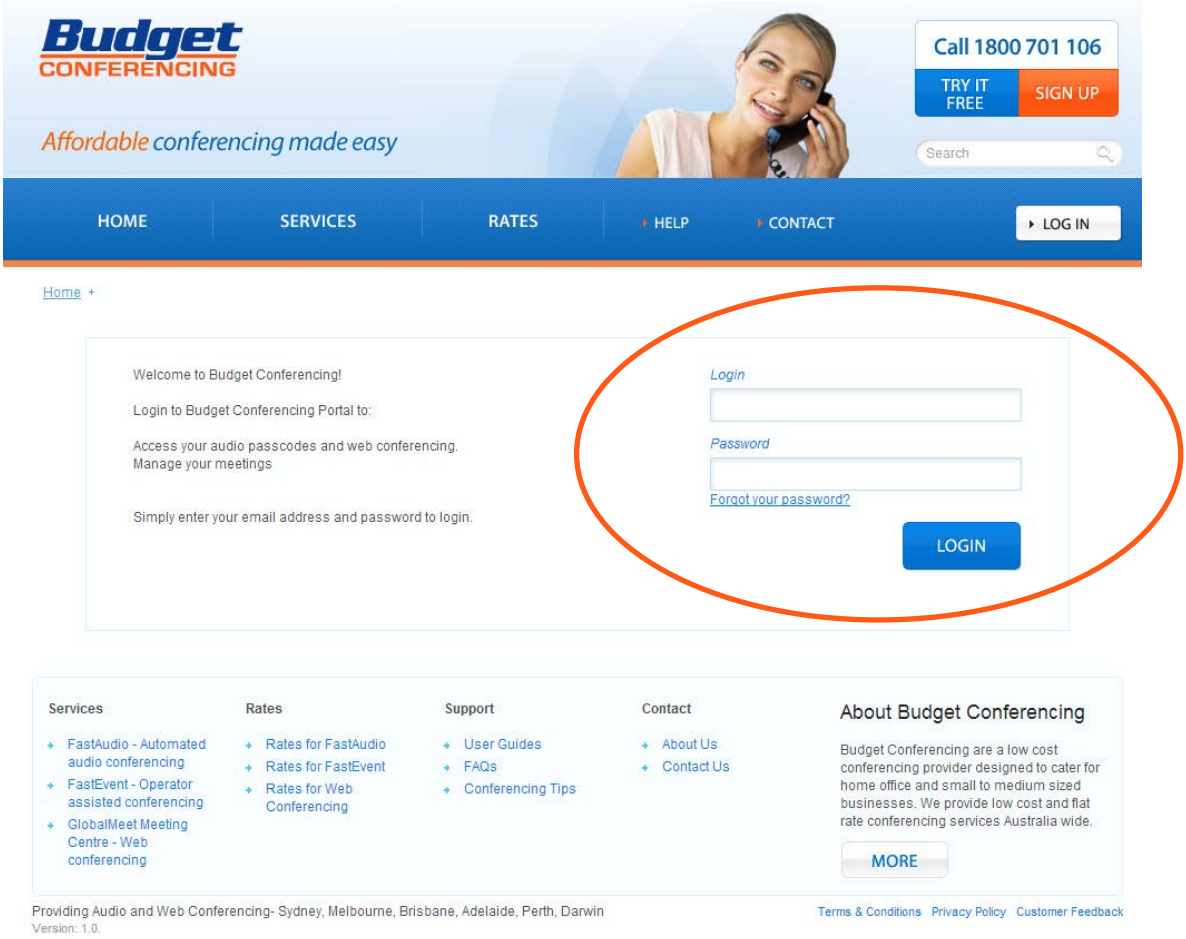
Welcome!

This user guide contains instructions on how to log in to the admin portal and start your web conference

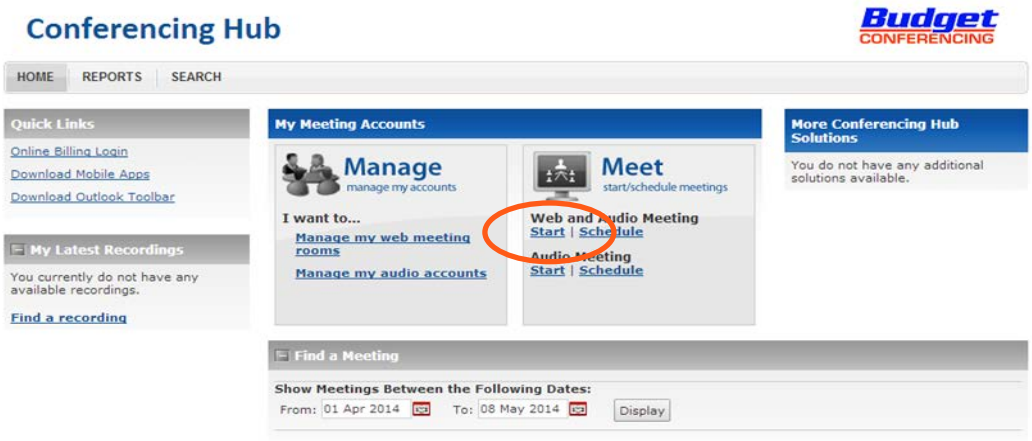
If you have additional questions, please call Budget Conferencing Client Support on 1800 701 106.

How to start a conference call

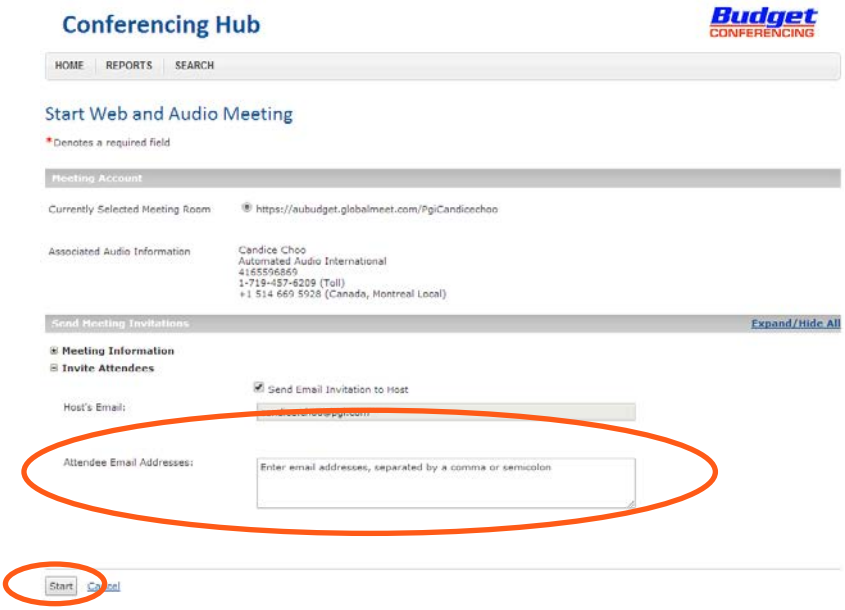
1. Log in to your admin area via: https://signup.budgetconferencing.com.au/onlinebilling/managemeetings.aspx with your email address and password.



2. Once you've logged in, invite your participants by:
    - Clicking '**Start**' under '**Web and Audio Meeting**'

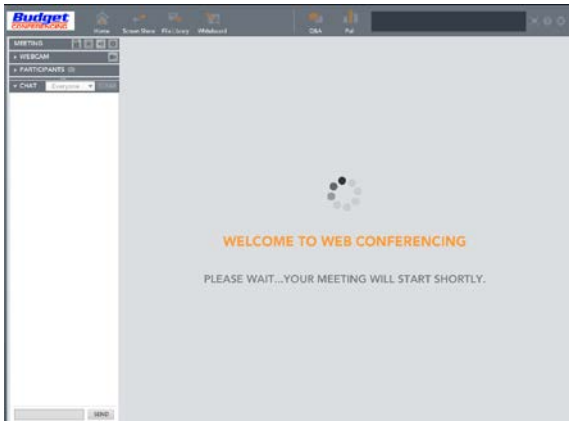


    - Expand '**Invite Attendees**' and enter your participant's email addresses and click '**Start**'.



2. **Entering the meeting room**

Clicking '**Start**' will automatically take you to your meeting room



Please note that first time users may experience pop-up blocker.

Budget
CONFERENCING
Language: English
POP-UP BLOCKER DETECTED
Pop-up blockers prevent the use of some meeting features. We recommend that you modify your pop-up blocker to allow pop-ups from this site. Please refer to the "Help" menu in your web browser for instructions on how to disable the pop-up blocker.
After you have modified it, click the "Join Meeting" button below.
JOIN MEETING

Unblock the pop-up in your web browser and click '**Join Meeting**. The below image is an example of the pop-up blocker in Internet Explorer.

3. **Connect your audio to your phone**
   Select the appropriate country and enter your phone number. Please be advised that Voice-Over Internet Protocol (VOiP) takes 48 hours to activate.